

Framework Schedule 6A (Simple Order Form Template and Call-Off Schedules)

Order Form

CALL-OFF REFERENCE:

THE BUYER:

BUYER ADDRESS

THE SUPPLIER:

SUPPLIER ADDRESS:

REGISTRATION NUMBER:

DUNS NUMBER:

SID4GOV ID:

[Buyer guidance: This Simple Order Form, when completed and executed by both Parties, forms a Call-Off Contract. A Call-Off Contract can be completed and executed using an equivalent document or electronic purchase order system.

If an electronic purchasing system is used instead of signing as a hard-copy, text below must be copied into the electronic order form **starting from 'APPLICABLE FRAMEWORK CONTRACT' and up to, but not including, the Signature block]**

APPLICABLE FRAMEWORK CONTRACT

This Simple Order Form is for the provision of the Call-Off Deliverables subject to the Standard Terms and dated **[Insert]** date of issue].
It's issued under the Framework Contract RM6244.

CALL-OFF LOT(S):

[Insert] the relevant lot numbers **or insert** Not applicable]

Call-Off Deliverables - VEHICLE SPECIFICATION

Vehicle Details	
Make	
Model Description	
Transmission	
Fuel	
Colour	
Optional Extras	
Conversion details	
Quantity	

Call-Off Charges - VEHICLE PRICING

Base Vehicle Pricing	
Manufacturers Retail Price	
Percentage Discount Agreed	
Discounted Base Vehicle Price	
Pricing for other items	
Cost of Optional Extras	
Conversion Cost	
Cost of Registration & VED	
Cost of Delivery	
Total Vehicle Cost	
Total Cost	

DELIVERY

Delivery Requirements	
Requested Delivery Date	
Address	
Contact Name	
Telephone	
Email	

Optional Terms							
MOD		HMRC		Scottish Law		Northern Irish Law	

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	

Annex A – Standard Terms

CALL-OFF INCORPORATED TERMS

The following documents are incorporated into this Call-Off Contract. Where numbers are missing we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. The Simple Order Form including the Call-Off Special Terms
2. Joint Schedule 1 (Definitions and Interpretation).
3. Framework Special Terms
4. The following Schedules in equal order of precedence:
 - Joint Schedules
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 11 (Processing Data) the Buyer shall be the Controller and the Supplier the Processor
 - Call-Off Schedules
 - Call-Off Schedule 9 (Security) Annex A
 - Call-Off Schedule 17 (MOD Terms) if required
 - Call-Off Schedule 19 (Scottish Law) if required
 - Call-off Schedule 21 (Northern Ireland Law) if required
 - Call-Off Schedule 23 (HMRC Terms) if required
5. CCS Core Terms (version 3.0.11)
6. Joint Schedule 5 (Corporate Social Responsibility)

No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, or added to this Order Form, or presented at the time of delivery.

CALL-OFF SPECIAL TERMS

The following Special Terms are incorporated into this Call-Off Contract:
Addendum to Core Terms – Special Terms

Please note that the following terms supersede that which is stated within Clauses 3.2.3; 3.2.4; 3.2.10; 3.2.11 and 4.1 of the Core Terms:

3.2.3 The Supplier transfers risk of the Goods on Delivery and ownership of the Goods on payment for those Goods.

3.2.4 Risk in the Goods remains with the Supplier if the Buyer notices damage at the time of Delivery.

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3.2.10 The Supplier must indemnify the Buyer against the direct costs of any Recall of the Goods and give notice of actual or anticipated action about the Recall of the Goods.

3.2.11 The Buyer can cancel any order or part order of Goods which has not been Delivered. The Buyer will pay the Supplier's reasonable and proven costs already incurred on the cancelled order as long as the Supplier takes all reasonable steps to minimise these costs, including an attempt to redeploy the in-build vehicle to an alternative customer. Cancellation terms for converted vehicles or vehicles above 3.5 tonnes should be agreed by the Buyer and Supplier prior to award of the Call Off Contract.

4.1 In exchange for the Deliverables, the Supplier must invoice the Buyer or Requesting Body for the Charges in the Order Form.

MAXIMUM LIABILITY

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms.

CALL-OFF CHARGES

PAYMENT METHOD

[Insert] payment method(s) and necessary details]

BUYER'S INVOICE ADDRESS:

[Insert] name]

[Insert] role]

[Insert] email address]

[Insert] address]